



Job Description

Library Technician

Pay Grade: LD 5
Revision Date: 12/01/2021

Employment Status: Part-Time
FLSA Status: Non-Exempt
Experience Required: None
Minimum Education Requirements : None
Department: Library
Direct Supervisor : Library Services Director
Supervisory Responsibility: Direct (0); Indirect (0)
Primary Work Location: Works inside in an office setting.
Certification: Valid Texas Driver's License

Job Summary : Under limited supervision, performs complex technical duties, plans and implements programming, provides excellent customer service, and oversees the day to day operations of the Lake Dallas Public Library Department while assuring that department activities are in compliance with state and federal regulations and city policies and procedures. This is a non-managerial position that reports to the Director of Library Services.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Provide excellent customer service to all members of the public and adhere to the Lake Dallas Public Library's Public Service Policy.
- Provide programs based on community need
- Assist members of the public in locating books and other information. Requests for items may also come from other libraries requiring processing, packaging, unpackaging, and mailing.
- Maintain both the library and the library collection through processing and cataloging of incoming materials, circulating materials, mending items, removing items from the collection, and discovering where new items are needed
- Assist members of the public with questions pertaining to local events, government meetings, and/or general information.
- Assist members of the public with various technology questions, including, but not limited to printing, faxing, copying, scanning, using library supplied technology, using personal devices, performing online searches, filling out online applications, using online databases, checkout and operating eResources, and creating digital documents.
- Maintain the library's appearance and order through the sorting, filing, shelving, cleaning, repairing, and straightening of library materials and furniture.
- Adapt to various work environments including the ability to live stream in case of building closure.
- Maintain records for state, local, and federal reporting as directed by the Director of Library Services.
- Plan, manage, and implement programming for various age groups both in and outside of the library.
- Coordinate with various organizations, non-profits, businesses, and City departments to engage and inform the public.
- Assist in gathering information for grant writing or reporting.
- Explain library policies to the public as needed.



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- Stay current on new publications for purchasing and create lists for material ordering under the supervision of the Library Director.
 - Maintain the collection through weeding, material purchasing, material processing, and material repair.
 - Create digital and physical marketing materials and disseminate materials to local business and/or organizations.
 - Complete continuing education training as required by the Lake Dallas Public Library Department.
 - Research and maintain awareness of standards for education, especially regarding age appropriate programming and reading levels for the age group assigned by the Director of Library Services.
 - Maintain awareness of changes in technology, especially hardware/software that members of the public may utilize.
 - Provide input on various projects to the Director of Library Services.
 - Assist in the implementation of the Library 5 Year Plan.
 - Attend City or Library sponsored events as deemed necessary by the Director of Library Services, including dates that fall on National Holidays.
 - Cooperate with co-workers professionally to accomplish work efficiently and effectively.
 - Create new memberships and update existing ones.
 - Participate in community outreach programs.
 - Manage volunteer program, interview volunteers, process and organize volunteer paperwork and schedules.
 - Provide notary services.
 - Perform other duties as assigned or required.

Knowledge, Skills, and Abilities (KSA 's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- General library policies and best practices.
- Principals of customer service.
- Thorough understanding of City's functions, policies, and procedures.

Skills

- Effective oral and written communications.
- Planning, coordinating and implementing multiple programs for educational and leisure purposes for the community.
- Operating a personal computer, phone, tablet, or other electronic devices.
- Strong detail and organizational skills.
- Follow and relay oral and written instructions, policies and procedures.

Abilities

- Using initiative and independent judgment within established procedural guidelines.



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- Establishing and maintaining cooperative working relationships with co-workers local schools, business, and organizations. Use of discretion and tact in communication with the public, elected officials and employees.
- Assessing and prioritizing multiple tasks, projects and demands.
- Tolerate interruptions and perform multiple tasks simultaneously.
- Organize, file, and retrieve volumes of written materials.

Physical Demands

The following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Crouching: Bending the body downward and forward by bending legs and spine.
- Fine Motor Skills: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- This position is slightly strenuous often requiring minimal physical exertion and/or lifting of light weight (<20 pounds).
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Speaking in order to be heard above ambient noise level.
- Visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

Work Environment



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- The noise level in the work environment is usually quiet.
 - Work is performed primarily in the library; however, outreach at various events may require exposure to hot/cold temperatures, loud noises, and large crowds.
 - May be subject to exposure to extreme weather conditions.

Safety Requirements

The employee is required to follow all safety procedures as outlined in the Lake Dallas Safety and Personnel Manuals.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment with the City of Lake Dallas. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Signatures / Date

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.

I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Finance Signature

Date